

Weekly Report for Week Ending 24 September 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 24 actions requiring the printing of 166,400 copies or sets of blank forms. This represents a decrease from the FY 59 weekly average of 25 actions and 286,500 copies.
- (2) Approved 3 new and 4 revised forms.
- (3) Nine forms were obsoleted.

b. Intangible

- (1) The Records System Project on the new building has been temporally delayed pending access to the old buildings at the new building site. The printing of the forms is progressing as planned. Two rush forms have been finished and forwarded to the Building Planning Staff. [REDACTED] 25X1A9a
- (2) Renewed activity is taking place in development of a common IAC wide Information Report Format with the Air Force now taking some initiative which is expected to lead to the ultimate adoption of the basic format. [REDACTED] 25X1A9a

2. Assignments

a. Active

- 25X1A9a (1) Records System of the Security Staff in connection with new building. [REDACTED]
- (2) Agency Chain Envelope and Courier Receipt. [REDACTED] 25X1A9a
- 25X1C4a (3) Forms aspect of [REDACTED] Project. [REDACTED] 25X1A9a
- (4) Travel Order Revision. [REDACTED] 25X1A9a
- (5) Printing Services Survey. [REDACTED] 25X1A9a
- (6) Ten new and 15 revisions are pending.
- 25X1C4a (7) Revision of the [REDACTED] Form. [REDACTED] 25X1A9a 25X1A9a
- (8) Improvements in the TD Information Report Forms and Systems. [REDACTED]

3. News

25X1A9a a. Mrs. [REDACTED] spent a day at the Vital Materials Repository bringing the Forms Management files up to date.

25X1A6a b. The proposed Travel Order Form has been received from the [REDACTED] It is now ready to send to DD/P and DD/I for coordination.

25X1A9a

c. I have delegated to Mr. [REDACTED] the primary responsibility and authority to review, coordinate and approve for me, all actions leading to the ultimate procurement of new, revised, or reprinted speciality-type forms.

25X1A9a d. Mr. [REDACTED] and I are scheduled to meet with the Comptroller to discuss the rising cost of forms.

e. I attended the luncheon meeting of the American Society for Public Administration.

25X1A9a